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EXECUTIVE OFFICE OF THE PRESIDENT OFFICIAL TRAVEL AUTHORIZATION (read the Privacy Act statement				1. TYPE OF AUTHORIZATION						
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5. Office Phone 6. Official Duty Station 395-3345 Washington, D.C.				: : :		Nation	wal Se	curity Council		
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16(b) I	certify that	the travel he	rein was reviewed	d and	18. Funds	are av	ailable t	g defpa	travel costs specified above	
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M A	ary A. Di dministra	x Macy of tive Office	7.		19. Date  July 10, 1985  20. Travel Authorization XSSH68					

## Instructions for Completing Travel Authorization

## ITEM 1-Check:

TDY block if travel is of routine nature by an employee of your agency Blanket block if authorization is for more than one trip.

Invitational block if travel is to be performed by a person who is not employed by your agency.

Relocation block if authorization is for a person being transferred from for to another geographical locality.

Amendment block if making change to existing Travel Authorization.

ITEMS 2 Through 9 are Self Explanatory.

ITEM 10 — Check appropriate box for the type of reimbursement authorized.

List rate or rates applicable.

ITEM 11 — Check mode of travel authorized.

ITEM 12 — Check appropriate box for any special expenses authorized.

iTEM 13 — Compute cost of per diem or actual subsistence utilizing the information in Item 10.

Transportation is cost of airline ticket, privately owned vehicle mileage, or other transportation cost.

Miscellaneous could include rental car, registration fees, taxi cabs, etc.

ITEM 14 — Complete only if an advance of funds is requested.

ITEM 15 — Space provided for justifications and other miscellaneous information.

ITEM 16(a) — Signature of Traveler.

16(b) — Signature of Approving Official.

ITEMS 17 & 18 — Self Explanatory.

ITEMS 19 & 20 — To be completed by personnel assigning T/A numbers.

ALUU24073